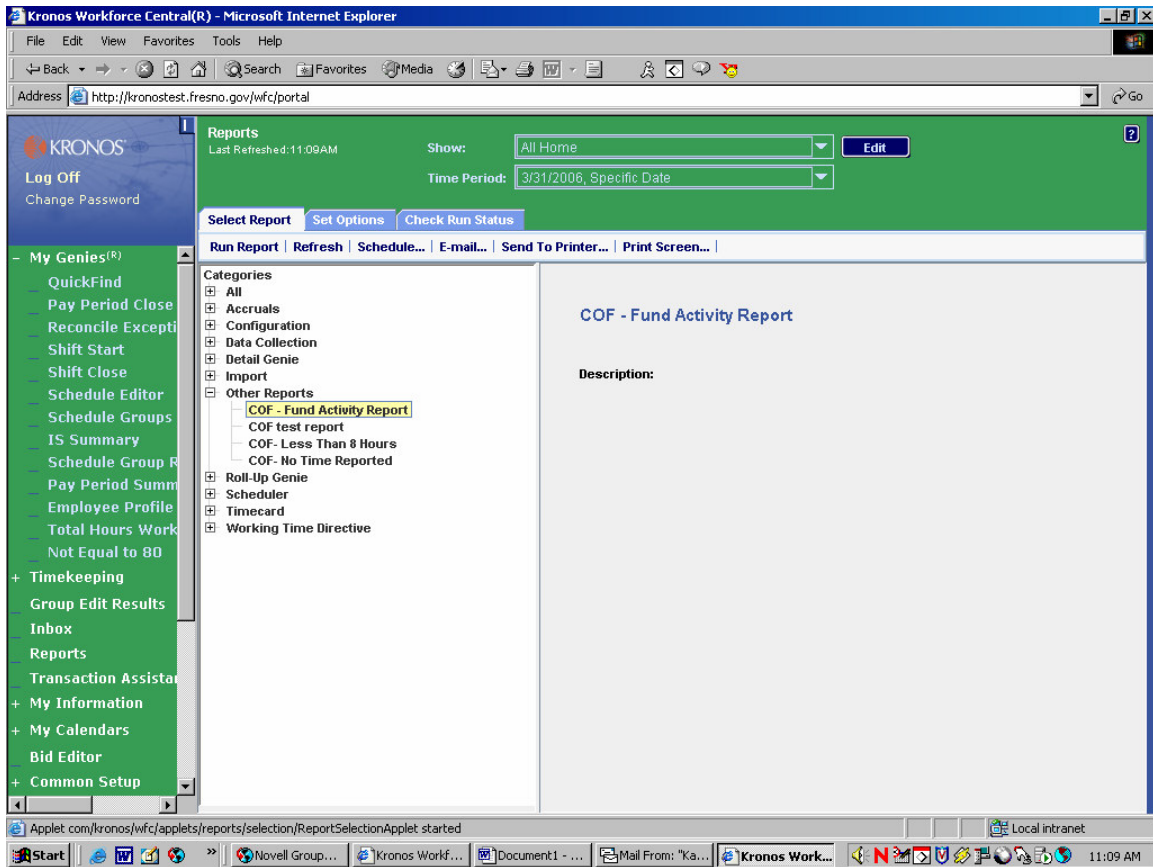
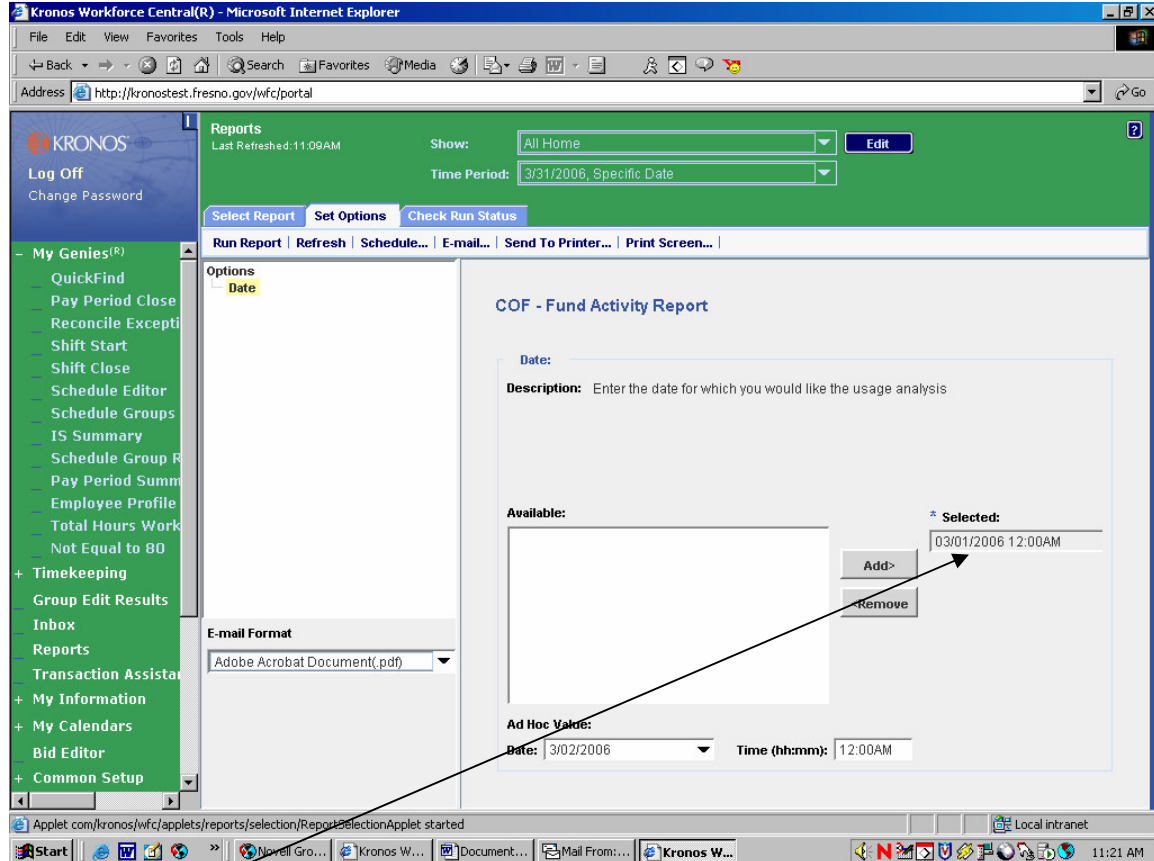


# Fund Activity Report

Under the Reports menu option select the report titled COF – Fund Activity Report.



Click the Set Options tab and click the date under the options header. Under the date field select the date for the data desired.



After the desired date is chosen click the Add button and the date will populate under the \*Selected field. Currently the report is available for one day at a time. Select the Run Report and after the report is finished running double-click and you will have the following report.

#### Fund & Activity Combination on 3/1/2006

<u>Emplid</u>	<u>Name</u>		<u>Hours Worked</u>	<u>Fund</u>	<u>Orgpath</u>
00005	Fagone, Anthony	J	1.00	10101	180423/DPW/CM00006 Inspections/STRWK
00005	Fagone, Anthony	J	7.00	10101	180423/DPW/CM00006 Inspections/SUBDIV
00029	Jenness, Gregory	A	0.50	10101	180233/DPW/TS00007 Plan Checking/MISC
00029	Jenness, Gregory	A	1.00	10101	180233/DPW/TS00007 Plan Checking/SITEPLN
00029	Jenness, Gregory	A	6.50	10101	180233/DPW/TS00007 Plan Checking/SITEPLN
00366	Farmer, Carl	L	3.00	44002	180601/DPW/TS00005 Parking/ADMIN

The report will select the employees that are under your All Home selection under Show. If you want to change this to a particular group select the query desired under the Show and then click Run Report. The Time Period is going to be driven by the Set Options criteria and not the Time Period that is located at the top of the screen.